

## SELF-SERVICE CENTER

### PROCEDURES: PREPARING FOR THE HEARING GUARDIANSHIP AND CONSERVATORSHIP OF A MINOR

#### STEP 1 Documents to prepare before the Court Hearing:

- A. ORDER TO GUARDIANS AND CONSERVATORS:** The Petitioner must read and sign the document called ORDER TO GUARDIANS AND CONSERVATORS. This document contains the basic set of instructions about what the duties and responsibilities are for Guardians and Conservators.
- The person who wants to be appointed Guardian and Conservator must sign this order in the **acknowledgement** section, and make **2 copies** of the Order with your signed **acknowledgement**.
  - At least **10 business days** before the hearing, **mail or hand-deliver** the **original and a copy** to the Judge/Commissioner who will hold the hearing.
- B. ORDER OF APPOINTMENT OF PERMANENT GUARDIAN AND CONSERVATOR:**
- Complete the caption of the Order. The caption, which is in the top left-hand corner, includes information about the Petitioner, the name of the Ward (protected person), and the case number.
  - The Judge/Commissioner will sign the Order after the hearing if he or she agrees that a guardian and a conservator should be appointed. The Judge/Commissioner will fill in the rest of the Order at the hearing.
  - At least **10 business days** before the hearing, **mail or hand-deliver** the **original and a copy** to the Judge/Commissioner who will hold the hearing.
- C. OTHER DOCUMENTS FOR THE JUDGE BEFORE THE HEARING:** In addition to the **2 documents** listed above, you also need to **mail or hand-deliver** to the Judge/Commissioner who will hear the case, at least **10 business days** before the hearing, the following documents:
- NOTICE OF HEARING (conformed copy),
  - PROOF OF NOTICE (conformed copy), **AND**
  - WAIVER OF NOTICE (if applicable) -- signed by interested person (conformed copy).

**Note:** The Petitioner should keep one copy of the papers. In addition, a copy of every document filed with the Clerk of the Court should be mailed or hand-delivered to the Judge/Commissioner at least **5 days** before your hearing.

#### STEP 2 Other things to know for the Court Hearing:

- A. COURT REPORTER AND/OR INTERPRETER:** If you need a court reporter, inform the staff at Probate Court Administration (602-506-3668) at least **10 days** before the scheduled hearing, that you need an interpreter. If you fail to inform Probate Administration, you must call the judicial officer's staff at least **48 hours** before the hearing date.

### STEP 3

### Documents to take to the Court Hearing:

#### A. LETTERS OF APPOINTMENT AND ACCEPTANCE OF LETTERS OF

**APPOINTMENT:** These documents will be filed if the Judge/Commissioner grants the guardianship and conservatorship. Make at least **2 copies** of these documents.

- ORDER OF APPOINTMENT, THE ORDER TO GUARDIANS AND CONSERVATORS,
- THE LETTERS OF APPOINTMENT, **AND**
- THE ACCEPTANCE OF LETTERS OF APPOINTMENT

Be prepared to testify at the court hearing about why you think the guardianship and conservatorship is needed. Bring any witnesses you think will help you to testify as well. In addition, bring a copy of **everything** you filed with the Clerk of the Court.

#### B. AFTER THE HEARING:

After the Judge/Commissioner signs the guardianship/conservatorship papers, take the **original** Order to the Probate Filing Counter. Ask the Clerk to issue the LETTERS OF APPOINTMENT.

#### C. OTHER HELP:

If you still have questions about this procedure, you can ask a lawyer for legal advice. You can look up a lawyer in the telephone book under "attorneys". Also, the Self-Service Center has a list of lawyers who will help you help yourself. The list shows where the lawyers are located, how much they charge to look over the court papers or answer your questions, and what their experience is.